

Name of County

Polk County, Minnesota

Date of Meeting

April 16, 2019 Convened at 8:30 A.M. – Adjourned at 9:55 A.M.

Board Members Present

Warren Strandell, Chair
Gary Willhite – Vice Chair
Don Diedrich – Commissioner
Joan Lee – Commissioner
Gerald Jacobson – Commissioner
Paula Waters - Board Member
Cathy Gutterud - Secretary

Staff Present

Peter Sedgeman, Director
Betty Solie, Support Services Supervisor
Megan Starr, Social Services Supervisor
Molly Paulsrud, Social Services Supervisor
Wendie Dobias-Osborn, Family Based Services Provider

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Board Member Gutterud, seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Minutes from the March 19, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Jacobson, seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the meeting Agenda for April 16, 2019 Social Service Board Meeting with additions.

Review of the Cases and Claims

A motion was made by Commissioner Willhite, seconded by Commissioner Strandell and adopted by unanimous vote by the Board to approve Cases and Claims as follows:

Admin

| | |
|--------------------|-------------|
| Medicare Part B | \$135.50 |
| Administration | \$95,820.93 |
| Employee and Board | \$2,361.38 |
| Medicare Part B | \$7,181.50 |

Non Public

| | |
|--------------------------|--------------|
| POS 3-29-19 | \$421,675.92 |
| Payroll – Paydate 4-5-19 | \$316,624.40 |

| | |
|------------------------------|--------------|
| 1 st of the Month | \$16,268.74 |
| POS 4-19-19 | \$135,931.25 |
| Payroll – Paydate 4-19-19 | \$325,136.40 |
| MA Insurance | \$9,845.92 |
| Medical Transportation | \$16,487.46 |

Warrants for Publication

Warrants Approved on 04/16/2019 for Payment 04/05/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| Kittson County Social Services | \$2,694.00 |
| Minnesota Dept of Administration | \$4,807.74 |
| Roseau County Social Service Center | \$3,435.00 |
| 10 Payments less than 2000 | \$5,332.00 |
| Final Total: | \$16,268.74 |

Warrants for Publication

Warrants Approved on 04/16/2019 for Payment 04/19/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------|---------------|
| AlertMedia | \$4,411.00 |
| Cease Family Funeral Home | \$3,108.75 |
| DHS – Swift | \$63,939.05 |
| Polk County Administrator | \$5,470.56 |
| Stenshoel- Houske | \$2,650.00 |
| Verizon Wireless | \$2,355.96 |
| 35 Payments less than 2000 | \$13,885.61 |
| Final Total: | \$95,820.93 |

Warrants for Publication

Warrants Approved on 04/16/2019 for Payment 04/19/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------|---------------|
| 31 Payments less than 2000 | \$2,361.38 |
| Final Total: | \$2,361.38 |

Personnel

The Director informed the Board regarding the transfer from Social Worker CPS to Social Worker for Allyson Cwikla, effective July 8, 2019.

The Director informed the Board of the end of Probationary appointment of Meagan Brault, Eligibility Worker, April 2, 2019.

The Director reviewed with the Board regarding the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated April 16, 2019.

Budget

The Director reviewed with the Board the following Budget Reports:

Social Services Budget Review Report for Income Maintenance – March 2019.

Social Services Budget Review Report for Social Services – March 2019.

Social Services Budget Review Report for both Income Maintenance and Social Services – March 2019.

Social Services Month End Balance Summary – 2009 through March 2019.

Out-of-Home Placement Cost Expenditures Report – 2017 through March 2019.

Out-of-Home Placement Report – March 2019.

Screened in Child Protection Reports – 1993 through March 2019.

Adult Mental Health Placement Costs for State Operated Services – March 2019.

Consolidated Treatment Fund – 2019.

Consolidated Treatment Fund – 2018.

Adult Mental Health Placement Costs for State Operated Services.

MA Recoveries/Estate Recoveries – March 2019.

Burial Expense Report – 2009 through March 2019.

Travel Expense Comparison Report.

Purchase of Services

The Director informed the Board regarding Sanford Adult Mental Health Initiative contract, and Polk/Career Force SNAP amendment for 2019. Discussion was held. These contracts were referred to the County Board.

Other

Income Maintenance Caseload Report – April 2018 through March 2019.

Child Support Collection & Distribution Reports – March 2019.

The Director informed the Board regarding SSIS consultant recently completed an audit for Polk County and we were able to capture some additional funds. Polk County is doing well in entering program data and capturing program funds.

Molly Paulsrud, Social Services Supervisor, Megan Starr, Social Services Supervisor, Wendie Dobias-Osborn, Family Based Services Provider, spoke to the Board regarding April is Child Abuse prevention month. Information was shared on Child protection requirements, timelines, and chemical use/abuse in CP placements cases. Parent Support Outreach Program (PSOP) information was shared along with referrals made in 2018.


Peter Sedgeman, Director
Polk County Social Service Center


Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board